

# Section 5 - The CAPPMIS System

## C - Individual Development Plan/Continuous Learning

The Individual Development Plan is a 5-year plan agreed to by an individual and their supervisor to achieve career goals and objectives through education, training, and experience opportunities. Preparation of the IDP is a joint venture between the individual and the supervisor with advice and assistance from the acquisition career manager. The IDP is a critical document for identifying and tracking career objectives. When preparing the IDP, the Army Acquisition Corps' philosophy of maintaining a balance of education, training, and experience should be used as a guide.

An Supervisor-Reviewed IDP must be obtained and contain individual course approvals before applying for any course offered by the Defense Acquisition University or any course that is offered in the AETE catalog. When a Post Utilization Plan is required, the IDP should include how the newly obtained knowledge will be utilized and should outline the new assignment or duties that will be assumed upon completion of the educational or training opportunity.

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The IDP / CL system contains two basic components or modules. The first module "Individual Module" provides the capability for creation of an Individual Development Plan for all members of the Acquisition Workforce whose basic person and position information is contained in the CAPPMIS database. The second module "Supervisor Module" provides the capability for supervisory personnel to monitor and control the execution of the Individual Development Plans of their respective employees.

### INDIVIDUAL MODULE:

The Individual module is the employee's window into the IDP. Within this module, the employee selects course work, professional, or experiential training to fulfill his/her developmental career goals.

There is a place for the employee to describe his individual goals, called Objectives, in textual form, with date entry areas to frame the time period within which his/her plan is to be active.

Once an employee's basic developmental goals have been placed into the Objectives area, he/she can proceed to the specifics of building a training plan. Pressing buttons keyed to the type of training desired does this. There are 9 types of training available for selection/input into the IDP. They are AETE Programs, College Degrees, Individual College Courses, DAU training (for career field certification), Functional/Technical, Leadership, Experiential, Professional, and Other (non-Specific) training.

Generically, there are only two types of interface for input of the 9 training types.

The first type consists of Coursework, Professional, and Experiential training as listed by type in the Lookup\_Course table. This type of training is selected from a list of training courses. Once selected, the employee can then enter projected dates and locations for the specific training courses desired.

The other type of training input is a free text type of input. This is the method employed for Individual College courses and other training, as there are no lists sufficiently inclusive to encompass the totality of available training and locations in these categories.

Once the employee has completed construction of his/her Development Plan, a fully detailed copy can be viewed and printed. The employee can also notify his/her supervisor, via email, by pressing the "Submit for Supervisor Approval" button. This gives the employee the ability to specify what parts of his/her IDP are of particular interest for Supervisory action, as well as an area to place comments for inclusion in the Supervisory notification email. Both the Employee and Supervisor are copied on this email, so that whenever the Supervisor is miss-designated, the employee's copy can be manually forwarded to his/her supervisor.

## **SUPERVISOR MODULE:**

The Supervisor Module is the Supervisor's window into his/her employee's Development Plans, and also his control mechanism. Within this module, the Supervisor has the ability to review, approve (or not), and post training requests, completions and Continuous Learning Points for each of his employee's.

The Supervisor creates his own list of subordinates by entering each employee's Social Security Number into a special Add Subordinates window. Likewise, a supervisor can delete subordinates from his list. Deletion of subordinates is rarely necessary because an employee's new supervisor, when that supervisor adds the employee to his list, automatically removes the employee from the former supervisor's list.

The Supervisor's "Base" page, contains an area for each of his employees which displays the employee's name and summary information about the current status of the employee's IDP and Continuous Learning Cycle. There are columns titled "Planned Events" and "Completed Events" which contain the words "Current" (in green) or "Review" (in red), indicating whether an employee has taken any IDP actions that require Supervisory attention. The word "Review" indicates that the employee has taken some action to either ADD, Modify, or Complete some form of training or experience. The word "Current" indicates that he employee has not modified his/her IDP since the last supervisory review.

There is also a button that the supervisor can use to exercise minimal control over the length of an employee's Continuous Learning Cycle. The Button is called either "Grant Grace Period" or "Revoke Grace Period", which either Adds three months to the standard 2 year CL cycle, or resets the cycle to it's 2 year standard.

There is a CL Policy button, placed for convenience into each employee's area, which acts like an HTML Link to make available either the Army or DOD Policy information on continuous learning. This makes another web page available, containing guidelines for the assignment of CL Point values, for concurrent viewing when assigning Points for employee course completions.

The supervisor visits each employee's area to review, approve, and/or post completions. The employee does this, following the email notification of submission, by first viewing the employee's entire IDP and comparing it to the email notification to determine the areas needing attention. Then visiting each category of training by pressing the appropriate button to view the list of planned courses etc. For course approvals, the supervisor need only press the button labeled "Approve" (conversely the Approval may subsequently be revoked by pressing the same button, now labeled "Disapprove") for each of the courses in the list.

The supervisor is the only person with the ability to post the completion of training listed in the IDP. He/she does this by pressing the "Course Completed" button for each affected course in the list. This takes the supervisor to a page that permits input of the Actual dates that the training took place, as well as a window to post the actual number of CL points awarded for that training. Once entered (saved), the training information is moved out of the IDP into the Completed training tables (NOTE: the IDP is designed as a Planning tool, NOT a resume). An AWSS, FAS, or other designated person with that specific authority can accomplish final posting of completed training to the ACRB only through the CAPPMS Administration application.

## **ADMINISTRATION MODULE:**

There are sets of Lookup tables, used by the IDP/CL system, whose contents can be administered with the use of this module. It provides a web-based mechanism that enables trusted users to manipulate the contents of the tables. The updates are provided in a controlled environment, which prohibits changes that would cause damage to the integrity of other affected data elements in the IDP training tables.

Today there is only three tables (where there used to be seven) that house selectable course data, and course to career field cross-reference information. There is now a maintenance function to cover the Training Activity Code table and we will soon have one to handle the Training Category table.

There is an administrative function that allows for control of the users of the admin module. This function, and its control, has been placed into the hands of Mimi Janes. She can designate any/all other users of the Admin Module, and assign their rights and privileges.

There are several web-based reports available in the Admin Module, in today's production IDP environment. Tables created in overnight procedures, drive these reports that contain consolidated information for several varieties of reports. These report items and overnight tables have not been addressed in the current CAPPMS development effort, but they have not been forgotten altogether.

## **IDP/CL Guidance for Individuals**

### **Overview**

The IDP is a critical document in which the employee and supervisor identify and track career objectives in the areas of education, training and experience opportunities. The web-based automated IDP, which was implemented October 1, 1998, is also used to annotate and award Continuous Learning points upon the DOD CL policy implementation. A memorandum signed on January 26, 1999, by LTG Paul J. Kern, Director, Army Acquisition Corps, reinforces the requirement for all AAW civilians and extends the policy to include all AAW active military, Army Reserves and Army National Guard. The introduction to IDP is posted on the ACQUISITION EDUCATION, TRAINING AND EXPERIENCE CATALOG page. [Individual Development Plan \(IDP\) Introduction.](#)

The IDP online is compliant with Army policy and uses Secure Socket Linkage (SSL). And as additional security measures, all data is encrypted and stored on a secure server at RDAISA.

### **Logging On**

Logging on requires you to enter your LAST NAME, SSN, and Date of Birth. Pay particular attention to the DATE FORMAT (12/31/1927) and enter your SSN without the dashes. The IDP online is compliant with Army policy and your SSN is only used during the logon process and never transmitted from the IDP to anywhere else.

### **Can't logon to Individual Module?**

Either, you have not typed the part of the logon information correctly or you are not in the Acquisition Workforce database. If you suspect that you are not included in the Acquisition Workforce database, please to fill out the [BLANK ACRB FORM](#) and follow the [Instructions to Update the ACRB](#). Once you are added to the Army Acquisition Workforce database, you will have an access to web based IDP and ACRB. Contact your [Acquisition Career Manager](#) for further assistance.

## **Position Information**

After the successful login, you can review your Position Information, which is derived from your ACRB/ORB data. If you find any discrepancies, please follow the

ACRB update instruction or ensure your ORB data is correct and IDP Position Information display will be corrected automatically. Use CHANGE EMAIL ADDRESS button if necessary to ensure your E-Mail address is correct.

## **Objectives**

The first action that first time IDP users need to take, following Login is to visit the OBJECTIVES area. This is where you will establish the basic parameters of your Development Plan. You identify your 5-year-career-development plan. The rest of the IDP document preparation steps have NO SEQUENCE dependencies.

## **Submit IDP to Supervisor Approval**

Update your e-mail address as needed, VIEW and / or PRINT your completed IDP, and SUBMIT IDP TO SUPERVISOR APPROVAL which sends an e-mail notice to your supervisor so he/she can review your IDP. You can return to your IDP for review and update at any time. Your supervisor will be able to retrieve your IDP for review/approval and/or award Continuous Learning Points (CLP), if required.

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# **INDIVIDUAL'S INSTRUCTIONS FOR COMPLETING AUTOMATED IDP FORM**

## **STEP ONE**

Review "**Position Information**". Fields within the IDP Personal Position Information screen are populated with information taken from your Acquisition Career Record Brief (ACRB)/ORB. If there are any discrepancies when reviewing this information, please update your ACRB by clicking on the "ACRB" button for civilians. Or contact an assignment officer for ORB update for military officers. The following information is displayed under the "Position Information".

- **NAME:** Employee's name
- **POSITION TITLE:** Employee's position title
- **PAY PLAN/GRADE-RANK:** Civilian/military pay plan and Grade, i.e., GS-13, O5
- **SERIES/AOC:** Civilian/Military occupational series, i.e., 301, 97
- **COMMAND:** Name of command
- **PERSONNEL OFFICE:** Personnel Office Identifier
- **ORGANIZATION:** Employee's organization name
- **COMPONENT:** Identifies individual status (or Record Source), i.e. Civilian, Military, Reserves, etc.
- **ACQUISITION POSITION NUMBER:** Reflects assigned Position number
- **E-MAIL ADDRESS:** Reflects individuals current e-mail address. Can be updated/changed by clicking on the "Change Email Address" button.
- **CURRENT POSITION / CERTIFICATION REQUIREMENT:** Employee's current acquisition career field and required certification level required for position.
- **CERTIFICATIONS ACHIEVED:** Employee's current Certification level(s) achieved.

## STEP TWO

Verify if the "Continuous Learning Policy" is applicable to you.

### CONTINUOUS LEARNING:

Continuous Learning Policy is applicable to AAW members who are certified at the level required by their current position. Once an AAW member is certified at the level required by their position, the individual must accumulate 80 points every two years. If a date appears in the "Continuous Learning Start/End Cycle" box, then this policy applies to you. It is your responsibility to annotate any Continuous Learning Activities including Training, Education, Experience, and Professional Activities and submit to your supervisor for Continuous Learning Points upon completion. For more information on policy and procedures, click on "Policy" button. Detailed guidance can be found on the DOD POLICY LINK, [Attachment 1: Guidelines for Crediting Continuous Learning Activities](#).

### CURRENT IDP STATUS:

Reflects current status of IDP, Approved or Pending Approval.

## STEP THREE

Click on "**OBJECTIVES**" and complete. Objectives should reflect overall broad career goals and specific development activities intended to accomplish them. The career goals should identify types of future positions desired, experience and training in other career fields, other education goals such as advanced degrees or a combination of all these. The developmental objectives should be attainable in reasonable time frames and do not have to be purely acquisition related. They can include items such as functional training, leadership education, professional

activities and assignment experience that can lead toward the overall achievement of the broad career goals.

Date Fields within the "**OBJECTIVES**" section:

**INITIAL/UPDATE** - This will be filled automatically by the system. The first time the Objectives information is saved, the value will be INITIAL. Subsequent changes will cause this to be changed to UPDATE.

**FROM and TO DATE** - Using mm/dd/ccyy, Indicate the five year period of time covered by this IDP.

**LAST UPDATED** - The system provides this date to reflect the last date the IDP was updated.

After completing "**OBJECTIVES**" CLICK ON "**SAVE**" TO SAVE DATA AND RETURN TO THE IDP ENTRY FORM SCREEN

## STEP FOUR

After completing the "**OBJECTIVES**" section, you may begin adding/modifying training, education and experiences within the categories without any specific sequence.

Within each of the training **Categorys/Sub-Categorys** is a:

**ADD BUTTON** - Click on this button to add Education, Training, or Experience to your IDP from the drop-down list. Click on "**Save**" to save the save data and return to the Category screen.

**MODIFY BUTTON** - Click on this button to add dates, completing entries or modifying existing dates or information. Click on "Save" to save the data and return to the Category screen.



**DELETE BUTTON** - Click on this button if you want to delete an entire within the category. This will delete all the fields. Select from the list of courses by clicking in the desired check box, then, Click on the "Delete" button to delete the selected course(s) and return to the Category screen.

## **EDUCATIONAL/ACADEMIC (There are three sub-categories under this)**

**AETE CATALOG:** Educational opportunities available within the Acquisition Education, Training and Experience Catalog. When available a Link is provided to the course/program description and other information relative to the course/program.

**COLLEGE DEGREE:** Make a selection from the drop-down lists for type of degree, provider, program, and status. Information reference to the Acquisition Tuition Assistance Program (ATAP) is also available.

**INDIVIDUAL COLLEGE COURSES:** Add individual college courses here.

## **TRAINING (There are four sub-categories under this)**

### **DAU:**

- Select Career Field(s) and level of certification desired from table.
- Click on "Save Career Field Objectives".
- Click on "Add Courses" button to view course listing related to each Career Field(s) selected. Select only course(s) not previously taken to meet training certification requirements. Assignment specific and continuous learning courses will also be displayed if applicable. "Training Information" is provided for detailed course descriptions and other related information. "Save" to save selection and return to category screen
- Mark course(s) to be deleted from "Delete Courses" then "Delete" to confirm.
- "Click to Pick Dates" can be used for current FY DAU schedules to populate the provider and course dates
- Use the "Modify" button to enter all other information. Then "SAVE" the changes.
- "Certification Checklist" provides the detailed certification standards by career fields.
- Once supervisor has approved DAU course, click on "Submit/Review/Cancel Application" to access the ATRRS Internet Training Application System (AITAS). Then click on "Submit Application" under "Student". Then select Individual Category and enter SSN and Date of birth. (This is a secure Army web-site) Follow steps to complete application and submission. Entering this data on the IDP does not guarantee a reservation.
- "Done" to go back to IDP/CL main screen.

**FUNCTIONAL/TECHINICAL:** Select available course/program from "Add Functional" list. When available a link is provided for course/program Description and other related information. Use the "Modify" button to complete all entries.

**LEADERSHIP:** Contains Army's Common Core Leadership Courses and other leadership courses/programs. When available a link is provided for course/program description and other related information. Use the "Modify" button to complete all entries.

## OTHER TRAINING

Use this category to add all training or experience not found under any other Category selection list and to receive continuous learning points if applicable. Complete all entry items.

## EXPERIENTIAL/DEVELOPMENTAL

Available experiential/Developmental programs/activities within the AETE Catalog. When available a link is provided for course/program description and other related information. Use the "Modify" button to complete all entries.

## PROFESSIONAL ACTIVITIES

Available Professional activities within the AETE Catalog. When available a link is provided for course/program Description and other related information. Use the "Modify" button to complete all entries.

## TRAINING SOURCES

Internet links to other Training, Education, and Experience Opportunities sources.

**NOTE:** The Browser window will remain open and available while you enter information for courses. Please Close the Browser window when done.

## STEP FIVE

**VIEW/PRINT IDP**, if desired.

# STEP SIX

## SUBMIT IDP FOR SUPERVISOR APPROVAL

**Note:** Supervisor is responsible for approving each individual entry and awarding continuous learning points if required.

### IDP and ACRB Points of Contact

For Critical Acquisition Position Incumbents:	<a href="#">Functional Acquisition Specialist (FAS)</a>
All other Acquisition Workforce Members:	<a href="#">Acquisition Workforce Support Specialist (AWSS)</a>
For Army Acquisition Corps Officers:	<a href="#">U.S. Total Army Personnel Command</a>
For AMEDD Military:	<a href="#">HQ, USAMRMC</a>
For National Guard:	<a href="#">National Guard Bureau Acquisition Management Office</a>
For US Army Reserve:	<a href="#">USAR Acquisition Management Office</a>

### IDP/CL Guidance for Supervisors

#### **STEP ONE:** Create Supervisor Profile, if you have not registered as the IDP Supervisor

This one time process is for all supervisors who have not registered in the IDP supervisor table previously. The following minimum data elements have to be

entered through the Supervisor Profile.

1. Log on with your Last Name, SSN, and Date of Birth in the Supervisor Module --  
- click Submit
2. Click on the [CREATE PROFILE](#) button after the message "**Access to IDP as a Supervisor is Denied!**" indicating that the IDP application cannot find you in its existing supervisor data.
3. Complete the process filling in Last Name, First Name, MI, SSN, DOB, UIC, POSITION TITLE, and Email address then click SUBMIT. For the Army Acquisition Workforce status supervisors, the system will populate the required fields automatically. If you find any error, please contact your POC listed above. The system will take you back to the Supervisor Login screen, so you can log on as a supervisor.

**STEP TWO:** Log on to the SUPERVISOR MODULE and verify your email address.

Login with Last Name, SSN, and DOB as the format shown. Update your email address, if necessary.

**STEP THREE:** Identify/Verify your employees.

Identify your employees, if you have not done that previously, by clicking ADD then typing in SSN(s) of the people you supervise.

**STEP FOUR:** REVIEW/PRINT IDP to identify all the items awaiting for your action.

You can review any of your employee's IDP at any time. Select an employee, and click on REVIEW/PRINT IDP to get the status of each course/program status. You may wish to cross-reference the email your employee submitted to review/approve his/her IDP to determine the items/courses awaiting your action.

**STEP FIVE:** Approve/Disapprove a course and/or Award Continuous Learning Points

**1. Approve a course**

Click on the appropriate category button for the target item. For example, if it's the DAU course that's awaiting your approval, click on DAU button then REVIEW/APPROVE button for that DAU course. Mark the appropriate button for "APPROVE COURSE? YES /NO" then click on SAVE button.

Please repeat this Review/Approve process for all the items awaiting your approval.

Your approval action for each item will be reflected on your employee's IDP instantly for the web based IDP is real time on-line system.

**2. Award Continuous Learning Points**

- Verify if the employee is the subject to CL policy. The CL CYCLE DATES block is a good indicator. No CL CYCLE DATES mean no CLP requirement. Click [CL POLICY](#) button for more details.
- Click on the appropriate category button for the target item. For example, if it's the DAU course your employee had completed and requesting CLP, click on DAU button then REVIEW/APPROVE button for that DAU course. Fill in the ACTUAL CL POINTS by typing in the Projected CLP, if available. Refer CL POLICY for further guidance. One page "Guidelines for Crediting Continuous Learning Activities" is posted as Attachment 1 on the [DOD POLICY LINK](#).

### **STEP SIX: Notify Employee**

The Notify Employee button sends an Email to the employee with your remarks and also updates his/her overall IDP status.

### **STEP SEVEN: FEEDBACK FORM**

All feedback forms will be reviewed, set priorities, and considered on future version development of IDP/CL.

### **STEP EIGHT: Close Browser...DONE with IDP button**

## **Supervisor Participation**

*The Supervisor's participation is critical*

1. The IDP/CL system depends on the active participation of both you and your employees but it is not designed to substitute face-to-face contacts. The supervisor is responsible to review and approve/disapprove changes the employees submit online. The system access is gained by the information protected by the privacy act is password protected and does not allow sharing/delegating of this responsibility.
2. For the purpose of the IDP, the term "supervisor" is very flexible to adapt to the various unit structures. It can be assigned to anyone who has the authority to approve training and has been assigned the responsibility of career development of the employee. (i.e. team leaders, section chiefs, etc.)
3. When you complete the review/approve process and click on the Approve / Notify Employee button, The overall Approval Status of the employee's IDP is established and an email is automatically sent to the employee informing him of the approval status of his/her IDP/CL.

## **Benefits to the Supervisor and The Army**

*The Supervisor benefits from this new process*

1. The old manual process used to require you to review a paper copy IDP and keep an active paper folder for each individual. This new automated IDP/CL provides a dynamic, real time, electronic database responsive to any changes in your organization.

2. Since E-mail and WEB are the communication media, you can review your employees' IDPs while away from your office anywhere in the world.
3. You, as a supervisor, can manage all your employees' IDPs quickly and more efficiently.
4. Allow you easier access and more control over class schedules and school locations.
5. The web based IDP/CL system is your tool to enhance your employees' skills and career development.

### The Army benefits from this new process

1. More accurate projection for the future training requirement is possible using the IDP data.
2. Identify upcoming budget requirements based on the IDP data.
3. Allow smoother administration of class seats and training locations to minimize travel costs.
4. Ability to award and keep track of Continuous Learning Points as required in DoD CL Policy.
5. The IDP will help identifying and developing individual skills to meet the mission accomplishment.
6. The IDP will allow compliance with DAWIA and Public Law.

### **What to do with the Employee who does not appear to be in the Army Acquisition Workforce Database.**

Please advise your employee who does not appear to be in the database to fill out the [BLANK ACRB FORM](#) and follow the [Instructions to Update the ACRB](#). Once the employee is added to the Army Acquisition Workforce database, he/she will have access to the web based IDP and ACRB.

Subsequently contact your local personnel office and ask about the process for designating your employee as Army Acquisition Workforce. This action with CPOC will ensure the continuous update on the employee's record in the future.

# **Continuous Learning Policy/Points**

Continuous Learning Policy is applicable to AAW members who are certified at the level required by their current acquisition position. Once an AAW member is certified at the level required by their position, the individual must accumulate 80 Continuous Learning points in every two years. If the start and ending dates appear in the "Continuous Learning Start/End Cycle", then this policy applies to you. For detailed information on policy and procedures, please refer to the following web sites.

## **Army Policy/Implementation Guideline**

<http://dacm.sarda.army.mil/news/ContLearnPolicy.html>

## **DOD Policy link**

<http://www.acq.osd.mil/ar/doc/contlear.pdf>